



DEPARTMENT OF THE NAVY  
NAVAL AIR SYSTEMS COMMAND  
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS  
WASHINGTON, DC 20361 -0001

IN REPLY REFER TO  
NAVAIRINST 12410.16  
AIR-07E  
3 Sep 85

NAVAIR INSTRUCTION 12410.16

From: Commander, Naval Air Systems Command

To: Deputy Commanders, Assistant Commanders, Comptroller, Command  
Special Assistants, Program Directors, Designated Program Managers,  
Program Coordinators, and Office and Division Directors

Subj: TOASTMASTERS INTERNATIONAL COMMUNICATION TRAINING

1. Purpose. To recognize Toastmasters International as a proven effective organization, available to Naval Air Systems Command Headquarters (NAVAIRHQ) personnel for training in oral communication and individual leadership development.

2. Background. Toastmasters International is an organization which provides its members a program to improve their abilities to be effective speakers, properly conduct meetings, and develop individual leadership and executive potential. NAVAIRHQ personnel are frequently called upon to conduct conferences and to make oral presentations. Therefore, participation in such training as Toastmasters International is sanctioned and encouraged.

3. Program Description. The program is arranged in two consecutive parts: part I, basic training program and part II, advanced training program.

a. Part I, the basic training program entitled "Communication and Leadership Program," consists of 10 speaking projects. Each project is a 5 to 7 minute speech with specific requirements to be met. The members may choose the subjects of all speeches given. In addition to the speaking portion of the program, training is also provided in speech evaluation; impromptu speaking; preparing and using audiovisual techniques in speeches; learning and using parliamentary procedures; appearing before different audiences; improving one's executive ability; and gaining conference and committee experience.

b. Part II, the advanced training program entitled "Advanced Communication and Leadership Program," consists of 45 additional projects that provide valuable practical experiences as an advanced Toastmaster. Fifteen of these projects require completion.

c. The training programs are scheduled to be held twice monthly at a predetermined time and place. There is no preset length of time required for completion of either part I or part II of the Toastmasters International program by either Toastmasters International or an individual club.

d. Completion of the basic training program certifies the participant as a qualified and competent speaker, who can be called upon to speak, make informative presentations, or assume complete control in conducting business meetings or conferences. Completion of part II is not essential but is desirable, especially for the executive, and is encouraged for all participants.

4. Membership. Membership is open within the framework of Toastmasters International bylaws to all NAVAIRHQ personnel. All costs incidental to membership in Toastmasters International will be borne entirely by the individual, not by the department for which the individual works, nor any governmental or private organization.

5. Training Authorization. Toastmasters International meetings and contact points will be published in the AIRLOG. Employees who desire to participate in this speech improvement program should attend one of the meetings or contact the representatives listed in the AIRLOG for additional information. Supervisors may authorize employees up to 1 hour excused time to attend Toastmasters International training on a not-to-interfere with regular work basis.

6. Facility Authorization. When not in conflict with scheduled departmental business and upon request, conference rooms will be authorized as meeting places to conduct the training programs.

7. Completion Certificate. Upon completion of each portion of the training program, part I, or part II, a certificate signed by the club's educational vice president will be issued to the participant by Toastmasters International. A copy of the certificate will be made a part of the participant's personnel or service jacket.

8. Action. Addressees are encouraged to take full advantage of the training available through the Toastmasters International programs.



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